

BUDGET, FINANCE & INVESTMENT COMMITTEE

May 12, 2015

5:30 P.M.

Courthouse

MINUTES:

Members Present:

Comm. Rhonda Allen
Comm. Charlie Baum
Comm. Joe Frank Jernigan
Comm. Robert Peay, Jr.
Comm. Doug Shafer
Comm. Will Jordan, Chr.

Others Present:

Ernest Burgess
Teb Batey
Heather Dawbarn
John Lodl
Lisa Crowell
Alan Farley

Lisa Nolen
Dr. Michael Payne
Sonya Stephenson
Doug Demosi
Mike Hughes
Mark Tucker
Melissa Street
Brian Robertson
Darin Moore
Barbara Marlin

Chairman Jordan presided and called the meeting to order at 5:30 P. M. with Comm. Kaplan absent.

2015-2016 BUDGET REVIEW

To begin the review of the 2015-2016 departmental budgets, Chairman Jordan advised that each department head would join the committee at the table, the mayor would explain his recommendation, the department head would be allowed to explain any required details about their budget and if they agreed or disagreed with the mayor's recommendation, and the committee members would be allowed to ask questions and have any discussion that was needed.

Chairman Jordan advised that a voice vote would be taken on each of the budgets, unless someone objected.

Lisa Nolen advised that each budget included a one step-increase on the current pay table for all employees. She also reminded the committee that the salary survey will be further studied and is not included in the department budgets being reviewed.

COMMUNITY LEARNING:

Dr. Michael Payne, Community Learning Center Director, was present to answer questions regarding the 2015-16 budget.

Mayor Burgess advised that the Community Learning budget was a continuation budget and reflected no increases except for the addition of a part-time teacher to transition the staff for a pending retirement. The part-time position will be a 120 day overlap after the full-time position is filled. The recommended total for 2015-16 was \$303,164.

Dr. Payne advised that he accepted the mayor's recommendation.

Comm. Peay moved, seconded by Comm. Allen to approve the 2015-16 Community Learning Center budget as recommended by the County Mayor totaling \$303,164

The motion passed unanimously by acclamation.

COUNTY COMMISSION:

The County Mayor's recommendation for the 2015-16 County Commission budget totaled \$249,070.

Director Nolen explained that there were 13 meetings budgeted for the commission and extra meetings budgeted for the committees as well. This has been the budgeting practice for many years.

Comm. Shafer moved, seconded by Comm. Jernigan to approve the 2015-16 County Commission budget totaling \$249,070 as recommended by the County Mayor.

The motion passed unanimously by acclamation.

COUNTY MAYOR:

The recommendation for the 2015-16 County Mayor budget totaled \$536,954. Mayor Burgess explained that his budget was a continuation budget and reflected no increases.

Following review, Comm. Jernigan moved, seconded by Comm. Allen to approve the 2015-16 County Mayor's budget as presented totaling \$536,954.

The motion passed unanimously by acclamation.

HUMAN RESOURCES:

Mrs. Sonya Stephenson, Human Resource Director, was present to answer questions regarding the 2015-16 Human Resources budget totaling \$304,766 as recommended by the County Mayor, which reflected an increase from the 2014-2015 budget of about \$36,000.

Mrs. Stephenson explained the increase, which is mostly in the 399-Other Contracted Services line item, is a software cost for Neogov that would be used to process online applications, provide orientation paperwork online, provide annual training and tracking of such and would link new job advertisements to popular web recruiting websites. The recurring annual cost of the software would be about \$21,000.

She advised that she agreed with the County Mayor's recommendation.

Comm. Jernigan moved, seconded by Comm. Allen to approve the 2015-16 Human Resource budget as recommended by the County Mayor totaling \$304,766.

The motion passed unanimously by acclamation.

COUNTY ATTORNEY:

Mayor Burgess advised that the 2015-16 County Attorney budget was a continuation budget and is the same amount as last year totaling \$262,976.

Comm. Allen moved, seconded by Comm. Shafer to approve the County Attorney 2015-16 budget totaling \$262,976 as recommended by the County Mayor.

The motion passed by voice vote with Comm. Peay voting "no".

ELECTION COMMISSION:

Mr. Alan Farley, Election Administrator, was present to answer questions regarding the 2015-16 Election Commission budget totaling \$813,854 as recommended by the County Mayor. The budget is decreased from the current year amended budget by about \$66,000.

Mayor Burgess advised that some line items have decreased due to the election cycles and line 411-Data Processing Supplies increased by about \$7,000. The increase is to purchase toner for printers to print out election results since all elections are now electronically recorded.

Mr. Farley noted that about \$179,000 of the budget will be reimbursed from the State.

Following discussion, Comm. Shafer moved seconded by Comm. Jernigan to approve the 2015-16 Election Commission budget totaling \$813,854 as recommended by the County Mayor.

The motion passed unanimously by acclamation.

REGISTER OF DEEDS:

Mrs. Heather Dawbarn, Register of Deeds, was present to answer questions regarding the 2015-16 Register of Deeds budget totaling \$1,106,254 as recommended by the County Mayor, which

is an increase of about \$25,000 from the current year. This increase is mainly attributable to line item 334- Maintenance Agreements for equipment that is no longer under warranty. Fees are charged for documents in her office and those fees will cover the cost of the maintenance agreements.

Comm. Peay inquired if Mrs. Dawbarn's employee pay had been increased by one step also. Mrs. Dawbarn explained that her pay plan was not based on the County pay tables and there is some increase budgeted for all employees. She further explained that she was eliminating the part-time position in her budget.

Following discussion Comm. Shafer moved, seconded by Comm. Baum to approve the 2015-16 Register of Deeds budget totaling \$1,106,254.

The motion passed unanimously by acclamation.

PLANNING/ENGINEERING:

Mr. Doug Demosi, Planning Director, and Mr. Mike Hughes, Engineering Director were present to answer questions regarding the 2015-16 Planning & Engineering budget totaling \$778,047 as recommended by the County Mayor.

Line 103-Assistants includes personnel cost for 9 months to hire staff to transition a position for retiring personnel.

Line 709-Data Processing Equipment includes funding for a new plotter.

Comm. Jernigan moved, seconded by Comm. Allen to approve the 2015-16 Planning and Engineering budget totaling \$778,047 as recommended by the County Mayor.

The motion passed unanimously by acclamation.

ENVIRONMENTAL:

The County Mayor's recommendation for the 2015-16 Environmental budget totaled \$600, which covered the cost for communications for the office.

Comm. Baum moved, seconded by Comm. Allen to approve the County Mayor's recommendation for the 2015-16 Environmental budget totaling \$600.

The motion passed unanimously by acclamation.

STORM WATER:

Mayor Burgess advised that the total recommended for the 2015-16 Storm Water budget was \$211,957, which is a continuation budget.

Mr. Mike Hughes noted that the Storm Water budget is partially funded by contributions from Smyrna, La Vergne and Murfreesboro for the WET program.

Comm. Jernigan moved, seconded by Comm. Baum to approve the 2015-16 Storm Water budget totaling \$211,957 as recommended by the County Mayor.

The motion passed unanimously by acclamation.

COUNTY BUILDINGS:

Mayor Burgess advised that the total recommended for the 2015-16 County Buildings budget is \$2,557,842, which reflected an increase of about \$509,000. The increase was in line 707-Building Improvements which includes various projects that are needed such as roofs, parking lot resurfacing and HVAC replacement.

Mayor Burgess told the committee that his recommendation included moving a part-time painter to full-time status.

After discussion, Comm. Peay moved, seconded by Comm. Jernigan to approve the 2015-16 County Buildings budget as revised totaling \$2,557,842.

The motion passed unanimously by acclamation.

ARCHIVES:

Mr. John Lodl, Archives Director, was present to answer questions regarding the 2015-16 Archives budget totaling \$122,956, which reflected an increase of \$2,422. Mayor Burgess explained that this particular department is a very efficient operation.

The increase in the budget is for the 599 – Other Charges line item, which is the account where interns from MTSU are paid.

Mr. Lodl advised that he agreed with the mayor's recommendation.

Comm. Shafer moved, seconded by Comm. Jernigan to approve the 2015-16 Archives budget as recommended totaling \$122,956.

The motion passed unanimously by acclamation.

RISK MANAGEMENT:

Mrs. Melissa Street, Risk Management Director, was present to answer questions regarding the 2015-16 Risk Management budget. The County Mayor's recommendation totaled \$1,148,133, which is a decrease of \$11,787 from the 2014-2015 amended budget.

The Mayor noted that line 189-Other Salaries and Wages has been cut by one individual and replaced with an outside contract in 399-Other Contracted Services to perform the annual OSHA regulations inspections.

After discussion Comm. Jernigan moved, seconded by Comm. Shafer to approve the 2015-16 Risk Management budget totaling \$1,148,133 as recommended by the County Mayor.

The motion passed unanimously by roll call vote.

FINANCE DEPARTMENT:

The County Mayor's recommendation for the 2015-16 Finance Department budget totaled \$1,142,240, which reflected an increase of about \$14,000 over the current year. Changes were noted in health insurance, but most items remained consistent with the current year.

Comm. Peay moved, seconded by Comm. Jernigan to approve the 2015-16 budget for the Finance Department totaling \$1,142,240 as recommended by the County Mayor.

The motion passed unanimously by acclamation.

TRUSTEE:

Mr. Teb Batey, County Trustee, was present to answer questions regarding the 2015-16 Trustee budget totaling \$706,650 as recommended by the County Mayor. The Mayor explained that this is an increase of \$75,000 in the tax relief program line item.

Mr. Batey explained that the State has reduced the amount that they will fund on low-income seniors and disabled homeowners property taxes from \$25,000 of appraised value to \$23,000. The State also adjusted the amount for veterans from \$175,000 of appraised value to \$100,000. Most of the veterans' taxes were already being paid 100% by the State program, but due to the change, the County will begin to match a portion of the veteran's property taxes.

Mr. Batey advised that he agreed with the mayor's recommendation.

Comm. Shafer moved, seconded by Comm. Peay to approve the 2015-16 Trustee's budget totaling \$706,650 as recommended by the County Mayor.

The motion passed unanimously by acclamation.

COUNTY CLERK:

Mrs. Lisa Crowell, County Clerk, was present to answer questions regarding the 2015-16 County Clerk budget. The County Mayor's recommendation totaled \$2,448,454, which reflected an increase of \$104,071 over the current year.

Mayor Burgess noted that the increase was made up of step increase in pay for employees, a print on demand and scanning registration system and a new copier.

Mrs. Crowell noted that Rutherford County is one of seven of the 95 counties in Tennessee that is not on the print on demand and scanning registration system. This system will allow all registration documents to be scanned to the State and the new registration decals to be printed on demand.

Mrs. Crowell also wanted to discuss her communication line item. She stated that several years ago there was a situation where amounts were added to the communication line prior to year end because her department was not getting billed properly. She wants to make sure this line item was not cut because this could happen again. Mayor Burgess suggested that if this happens that she should come back and ask for an amendment due to the fact that any expenditure put in the budget has to be covered by a revenue source.

Comm. Peay moved, seconded by Comm. Jernigan to approve the 2015-16 County Clerk budget totaling \$2,448,454 as recommended by the County Mayor.

The motion passed unanimously by acclamation.

GEOGRAPHIC INFORMATION SYSTEMS:

Mr. Brian Robertson, Information Technology Director, Mrs. Barbara Marlin, and Mr. Darin Moore were present to answer questions regarding the 2015-16 GIS budget. The County Mayor's recommendation totaled \$1,315,715. Mayor Burgess noted that line item 334-Maintenance Agreements needs to remain at \$400,000 as the department requested. The revised recommendation totaled \$1,365,715 which reflected an increase of about \$139,000 over the current year. Mayor Burgess noted the additional increase is for Maintenance Agreements and Other Capital Outlay.

Mrs. Marlin stated that an additional \$12,000 would be received from Murfreesboro this year toward the cost of the maintenance agreements in the 334 line item. Mr. Robertson stated that a total of \$268,800 is received from the municipalities to offset this cost for an ESRI Enterprise license.

Mrs. Marlin stated that 799-Other Capital Outlay included aerial flights for engineering grade photography and also oblique photography, which is primarily used by the Assessor's office. She stated that this is an on year for the aerial flights, which means that road center lines and edge of pavement will be captured, as well as, building polygons.

Comm. Peay asked if there could be any cost savings by capturing both types of photography in the same flight. Mayor Burgess stated that the flights had to be separate due to the differences in the type of image captured.

Comm. Shafer asked why the oblique photography was in the GIS budget if other departments are the primary users. Mr. Robertson stated that they were trying to capture the entire cost of all aerial photography in one budget and that it had been done that way since the formation of the GIS division many years ago.

Following review, Comm. Jernigan moved, seconded by Comm. Allen to approve the 2015-16 Geographic Information Systems budget as recommended by the County Mayor totaling \$1,365,715.

The motion passed unanimously by acclamation.

INFORMATION TECHNOLOGY:

The County Mayor's recommendation totaled \$2,582,670. Mayor Burgess noted that line item 334-Maintenance Agreements needs to remain at \$300,000 as the department requested. The revised recommendation totaled \$2,682,670 which reflected a decrease of about \$157,000 over the current year. Mayor Burgess noted that the change in his recommendation is related to the contractual cost of Microsoft SQL software that was to be used to run the Court Clerk's office system and the County is still obligated to pay for. He further noted that the server and software would be used when the Clerk's office finds another system application.

Comm. Peay asked if the server and software could be used in the Sheriff's department records management system that they will converting to in the near future in partnership with the City of Murfreesboro. Mr. Robertson stated that the server could conceivably be used for that, but that would not be his recommendation due to the City and County servers needing to more equal in their size and capacity for the application.

Following discussion, Comm. Peay moved, seconded by Comm. Jernigan to approve the 2015-16 Information Technology Department budget as recommended totaling \$2,682,670.

The motion passed unanimously by acclamation.

ADJOURNMENT:

There being no further business to be presented at this time, Chairman Jordan declared the meeting adjourned at 6:57 P.M.

Mark Tucker, Secretary